

TO: CITY MANAGER

DATE: 1999 December 10

FROM: HUMAN RESOURCES MANAGER

SUBJECT: RETIREMENTS

PURPOSE: To inform Council of the following retirements
from September to December 1999

RECOMMENDATION:

1. **THAT** the Mayor, on behalf of Council, send to the following retirees a letter of appreciation for their many years of loyal and dedicated service to the City.

REPORT

During the past quarter (September-December) we have had two retirements and the following summarizes employment and retirement information for each of the employees. We have also included the details in those instances where a formal presentation has taken place, either at a special retirement function or in the Mayor's office. If a formal presentation is not noted, then the gift and card from the City have been forwarded to the employee's home.

OCTOBER RETIREMENTS

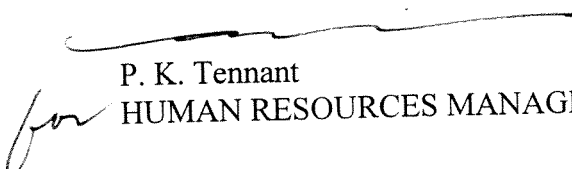
Ms. Deidre Clancy

Ms. Clancy retired from employment with the City on 1999 October 25 after 44 years of service. She commenced employment with Burnaby on 1955 May 19 in the Finance Department and has held the position of Administrative Assistant - Fire since 1987 January 26.

Mr. Larry Hilstad

Mr. Hilstad retired from employment with the City on 1999 October 31 after 30 years of service. He commenced employment with Burnaby on 1969 February 13 in the Fire Department and has held the position of Fire Captain since 1996 July 01.

Respectfully submitted,



P. K. Tennant

HUMAN RESOURCES MANAGER

cc: Deputy City Manager
Corporate Labour Relations